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**CONFIDENTIAL**

All Bureau and Division Chiefs

28 December 1948

Chief, FBIB

Special Projects

1. All expenditures of funds for purposes not specifically defined as normal routine operating expenses and not included in the approved tables of requirements require approval of the Projects Review Committee, CIA. Examples of such expenditures are: Purchase of special equipment, special construction projects, major changes in the T/O, etc. FBIB operational experience of the first two quarters of fiscal year 1949 may have revealed the necessity for such projects.

2. During fiscal year 1949, funds allocated for object classes 1 through 9 throughout the branches of CIA may or may not have been completely expended. An accumulation of funds therefore may become apparent in the final quarters of this fiscal year, thereby facilitating the approval of necessary special projects.

3. Presentation before the Projects Review Committee requires extensive preparation by this office and complete coordination with other interested offices of CIA.

4. Bureau and Division Chiefs are requested to submit by 28 February 1949 all suggestions for operational improvement requiring the expenditure of funds as outlined in paragraph 1 above.

L. K. WHITE

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